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# MINUTES

Administration Management Advisory Group

20 August 1979

PRESENT:



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The meeting was opened at 1505 by the Chairperson. Mr. Robert [REDACTED] was introduced as a new member representing the MI Sub-career Group (Information Services). The following topics were then discussed:

1. Approval of Minutes of 17 July 1979 Meeting

Minutes were approved as read.

2. Discussion of Status of Insurance Question

Office of Personnel is looking into the problem of acceptance of hospitalization cards. The Chairperson indicated that unless there was further developments on this subject, the discussion by ADMAG of this matter was complete.

3. Discussion of Financial Status of EAF

Due to the absence of [REDACTED], the Chairperson tabled discussion of the financial status of EAF until the next meeting.

4. Presentation of Constructive Ideas for Improving GSI Cafeteria Service

A brief discussion was held concerning improving GSI cafeteria service, renovating the two cafeteria areas, and use of the new Rendezvous Room area. [REDACTED] mentioned that a new decor and furniture were being planned for both cafeterias in conjunction with improvements initiated by Logistics with GSI and GSA. A representative from Logistics will provide more information at the next ADMAG meeting in September.

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5. "DDA Exchange" Article

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A proposed article for the "DDA Exchange" written by [REDACTED] concerning ADMAG was discussed. Except for the introductory paragraph, members were pleased with the article. It was noted that the number of representatives was now ten with the addition of a member from the MI Career Sub-group (Information Service Staff).

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A picture of all ADMAG members, as well as Mr. Wortman and [REDACTED] will accompany the "DDA Exchange" article. Members will be notified when the photograph will be taken within the next few weeks.

6. Energy Conservation

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Discussion was held on what contribution ADMAG could make to energy conservation. Logistics has created an Agency Energy Committee to look into energy conservation measures and Logistics has studied a number of ideas in addition to implementing certain DOE directives. [REDACTED] offered to bring a representative from Logistics to discuss energy conservation and provide ADMAG more of an insight into the subject and possible areas for improvements.

7. Consolidation of ADMAG File

The Chairperson noted that the amount of ADMAG files has grown and suggested that one of the AGMAG members might serve as historian to update ADMAG files and dispose of excess material. Further discussion of this idea will be held at the next meeting.

The Chairperson requested that members who are unable to attend a meeting call herself (x6913) or the recorder (x6501). The next meeting is to be held Monday, 17 September 1979, at 1500 in the DDA Conference Room, Room 7D32 Hqs. The meeting was adjourned at 1600.

[REDACTED]

Recorder

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A G E N D A

ADMINISTRATION MANAGEMENT ADVISORY GROUP

Monday, 17 September 1979

1500 - 7D32 Hqs.

1. Approval of Minutes of 26 August 1979 meeting.
2. Discussion of Financial Status of EAF.
3. Presentation of Constructive Ideas for Improving GSI Cafeteria Service.
4. Discussion on Energy Conservation - Representative from Office of Logistics.
5. Consolidation of ADMAG files.